

**California National Guard - Human Resources Office**  
**Army Active Guard Reserve (AGR) Enlisted Vacancy**  
**Statewide Vacancy Announcement**

**2 POSITION**

<b>Announcement Number:</b> 027-10		<b>Opening Date:</b> 29 December 2009	<b>Closing Date:</b> 28 January 2010
<b>Position Title:</b>  Recruiting and Retention NCO	<b>UIC/TDA/UMR Para/Line Number:</b>  W77706/006-24	<b>DMOS/Branch:</b>  79T4O(SQI 4)	<b>Maximum Grade: E6</b>  <b>Minimum Grade: E4</b>
<b>BDE/Unit Name and Address:</b> <b>SRCOM: ATF</b>  Accessions Task Force Mather, CA 95655 Duty at: San Diego, CA		<b>Selecting Official:</b>  ATF Commander	<b>Personnel Eligible to Apply:</b> Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/>  Enlisted <input checked="" type="checkbox"/>
<b>Security Clearance Requirement:</b> <input type="checkbox"/> None <input type="checkbox"/> Top Secret <input type="checkbox"/> Secret <input type="checkbox"/> Top Secret SBI/SCI <input checked="" type="checkbox"/> National Agency Check		<b>Minimum Military Education Requirements:</b>  E4 must be PLDC/WLC Graduate	

**Note:** Statewide means: Must be a California Army National Guard Member in order to apply.

**Conditions of Employment**

**IAW AR 135-18 and NGR (AR) 600-5 applicants must meet the following requirements prior to applications being forwarded for board consideration:**

- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Initial AGR tours are three (3) years.
- Stabilization Policy: IAW NGR (AR) 600-5 Chapter 2, Para 2-6(f). AGR soldiers will not be re-assigned during the first 18 months of their initial tour, except in the event of mobilization or force structure changes.
- For the purpose of sustainment requirements, Soldiers that are selected into the AGR Program in a position commensurate with their current grade will be removed from the promotion list upon the effective date of hire for a period of 12 months prior to a promotion board cycle. A memorandum of understanding will be required by the selected Soldier prior to orders being published by this headquarters.
- Soldiers must be eligible for reenlistment or extension IAW NGR 600-200 (ARNGUS) or AR 140-111 (USAR), unless the disqualification for reenlistment or extension can be waived under these regulations.
- Soldier must not have been relieved for cause from any duty position in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.

**Applicants selected for the AGR Program and meeting any one of the following disqualifications, will require a NGB waiver prior to entry:**

- Unable to serve a minimum of three (3) years on AGR Status prior to achieving eighteen (18) years-active federal status, retention control point (RCP) or reaching the age of 60.
- Entitled to military retired pay.
- Was voluntarily released from the AGR program for 2 or more days and one year has not elapsed since the date of the release.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months.

### **Primary Duties and Responsibilities**

Recruits and retains qualified Soldiers for entry into the California Army National Guard in accordance with applicable regulations and directives. Provides current status on total lead production and processing enlistment for the unit. Provide current and future soldier retention information. Coordinate and conduct unit strength maintenance training programs. Support the Family Assistance Program. Prospect and refines leads. Conduct a school program. Determine basic enlistment eligibility. Pre-qualifies an individual for enlistment. Determine eligibility for extension or immediate reenlistment. Conduct enlistment, attrition management and retention interviews. Explains the selected reserve incentive program and the Montgomery GI Bill, initial entry training (IET) requirements, test results, enlistment options/programs/obligations, non-regular service retirement, employer support and reemployment rights. Evaluate unit sponsorship program. Brief applicant on MEPS processing. Prepares and completes an enlistment packet. Counsel an applicant. Operate Guard Accession Information Network System. Establish media contacts. Conduct direct mail campaigns. Evaluate the unit's retention environment. Explain strength maintenance recognition programs. Conduct a strength maintenance interview and briefing. Develop a time management work plan. Train unit first line leaders on career planning. Reviews request for separation/transfer/discharge. Review extension/immediate reenlistment procedures. Identifies alternatives to separation/transfer/discharge. Evaluate retention data, forms and files. Analyze unit pay and performance data. Initiate security for family assistance operations. Explain the National Guard Family Program. Identifies resources for family assistance. Provide referral services for family members. Prepare DD Form 1172 for DEERS enrollment, issues ID cards for family members during mobilization. Performs other duties as assigned.

### **Specialty Qualification Requirements**

- Applicants must possess a Valid Army MOS. Successful completion of the MOS 79T (SQI 4) Recruiting and Retention Course conducted under the auspices of the Recruiting and Retention School is mandatory within one year of hire date. Soldiers who have not completed Initial Entry Training (IET) are ineligible to apply.
- Soldiers applying must meet the following eligibility criteria IAW DA Pam 611-21.
- A physical profile of 132221.
- A minimum score of 110 in aptitude area GT waivable to 100 and 100 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
- A minimum score of 110 in aptitude area GT waivable to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.
- Normal color vision.
- Requires mandatory formal training IAW MOS.
- Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier.
- Must have no other record of disciplinary action under UCMJ or patterns of behavior which indicates a lack of integrity, or which is inconsistent with the MOS.
- Must have no convictions or other adverse disciplinary convictions for criminal offenses listed as a misdemeanor or felony outlines in AR 601-210, chapter 4.
- Military Status: Full-Time Military Title 32 Section 502 (f) (AGR).

#### **Additional Requirements:**

- a. Provide last three DA Form 705 - APFT Score Cards.
- b. Prior positive urinalysis results for an illegal substance will result in disqualification.
- c. Under current suspension of favorable action will disqualify applicant.

## Instructions for Applying

**Applicants must, as a minimum, submit the following documents:** If required item(s) are missing from your packet **it will** be returned to the applicant due to lack of information: **(Please No binders)**

- NGB Form 34-1 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one, of the application.
- Three-quarter-length photograph (from the waist up) in a duty uniform (Class A,B or ACU) taken within the previous 12 months ("official" military photograph is not required).
- Enlisted Biographical Summary.
- Certified copy of DA Form 2-1, Enlisted Record Brief (ERB) or Personnel Qualification Record (PQR).
- **Certified copy** of any official document demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores. To include DD form 1966-1, Recruiters worksheet or the official test results.  
*(Certified Copy – See frequently asked questions)*
- Last 3 NCOERs. (Supervisor must provide written statement/memo providing information as to why soldier's NCOERs are not available. Applicants in the grade of E4 and Below or recently promoted E5s must submit at least one current letter of recommendation in lieu of this requirement ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignment, duties and capabilities).
- **Certified copy** of last three DA Form 705 (APFT), Current within six months for "on-board" AGR soldiers, and within 12 months for traditional guardsmen, ensure that height and weight are annotated.  
*(Certified Copy – See frequently asked questions)*
- Submit body fat worksheet (if applicable).
- Current Medpros printout (Available on AKO). **Must reflect current PHA.**  
<https://apps.meds.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record).
- All DD Form 214 (s) and NGB Form 22 (s) covering any active duty period (copy must include bottom portion that identifies SPD code).
- RPAS statement.
- Current DMV print out (within 60 days) must be enclosed with this packet. **Drivers license must be valid without restrictions.**
- Minimum NAC Clearance **(Verification of Security Clearance Memorandum Required).**
- Applicants who answer YES to questions 8 or 12 – 18 of section IV, NGB Form 34-1, or have not completed initial entry training (IET) are ineligible to apply to include: **DD Form 214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 8, 3, and 635-200 Chapter 11.**
- **Submit application to:** Joint Force Headquarters, ATTN: CAJS-J1-HR-AGR (Box 37), 9800 Goethe Road, Sacramento, CA 95826-9101. Please do not call the AGR Branch with questions regarding your application, you will be notified by mail. Please see the frequently asked questions on our web page

**Note:** If you are unable to obtain a copy of your MEDPROS, a certified copy of DA Form 2-1, ERB, PQR and/or RPAS statement, a written request must accompany your application or call AGR Branch at 916-854-3420. **COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR BRANCH NOT LATER THAN CLOSE OF BUSINESS ON THE DATE THE ANNOUNCEMENT CLOSES. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED.**

Remarks
<p>The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.</p>